

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF MISSISSIPPI**

**LIMITED NOTICING STANDING ORDER
(OTHER THAN RULE 4001 NOTICING)**

WHEREAS, noticing entities are continually requesting that limited mailing lists or matrices of necessary parties be authorized (primarily to reduce mail handling costs); and

WHEREAS, while agreeable to the general proposition that eliminating redundancies in noticing and other noticing not required for effectuating due process is reasonable, this Court notes that Uniform Local Rule 7 (Master Address List) places the responsibility for maintaining the **accuracy** of the master address list on the attorney for the debtor or a pro se debtor and declares that maintenance of the accuracy of such lists shall not be the responsibility of either the Bankruptcy Court or the Clerk of Court; and

WHEREAS, nevertheless recognizing that maintenance of a master mailing list by the debtor's attorney or reliance thereon by any other entity performing noticing has become sufficiently complicated that the Court should by this order establish these noticing guidelines; it is

ORDERED that the following categories of entities (without prohibiting noticing to other entities) must be included in any limited noticing regimen:

- (1) All entities constituting the creditors' committee or the equity security holders' committee, if any, or, if there is no creditors' committee, all entities constituting the 20 largest unsecured creditors in chapter 11 cases;
- (2) All entities noted on the **docket** (or otherwise reasonably ascertainable) as having entered their respective appearances by filing documents declaring their respective entries of appearance and/or requesting future noticing; provided, however, the elimination of any such entities as noticees on account of their having been terminated as interested parties or otherwise having concluded their interests shall be left to the discretion of the noticing entity, subject to due process considerations;
- (3) All necessary or appropriate taxing authorities;
- (4) The office of the United States Trustee;
- (5) The office of the United States Attorney;
- (6) All attorneys identified by the **docket** (or otherwise reasonably ascertainable) as having participated in the case except any attorney or attorneys who shall have been permitted by court order to withdraw from representation or who, in the discretion of the noticing entity, shall no longer be a necessary noticee, subject to due process considerations; and
- (7) The case trustee if a trustee shall have been appointed.

IT IS FURTHER ORDERED that whenever a noticing entity requests court approval to utilize a limited noticing or mailing matrix, while not being responsible for the accuracy thereof in derogation of the aforementioned Uniform Local Rule 7, the office of the Clerk of Court is hereby authorized and directed to provide non PACER subscriber noticing entities a copy of the extant master mailing list (full matrix) and docket from the records and/or database maintained by the office of the Clerk of Court, along with copies of this order, the then current "flyer" describing this court's PACER system and the then current document describing this court's Internet site or home page. Furthermore, noticing entities who perform regular or frequent noticing in this court are encouraged to subscribe to such PACER program to enable such entities readily to retrieve electronic copies of dockets, matrices, claims registers and other important data useful in the administration of bankruptcy cases. When submitting motions and proposed orders to utilize a limited matrix, a noticing entity shall inform the office of the Clerk of Court by covering letter as to whether or not the noticing entity shall have obtained a master mailing list/matrix and/or a docket through the PACER system.

DATED: 10/28/1999

/s/ David W. Houston, III
DAVID W. HOUSTON, III
JUDGE, U.S. BANKRUPTCY COURT
NORTHERN DISTRICT OF MISSISSIPPI